



Pitney Bowes Supplier Invoicing and Payment Policy

Products and services provide to Pitney Bowes (PB) by outside suppliers (or providers) are an integral component of our operations. Company-wise, these products and services represent a large percentage of our net sales revenue, and clearly our ability to work in an integrated and streamlined fashion with our suppliers is fundamental to the company's overall success.

Therefore, it's important to re-iterate Pitney Bowes' policy regarding all of PB's 3rd party transactions:

1. All purchase commitments require a valid purchase order.
2. Total of all shipments to Pitney Bowes can not exceed the actual quantity ordered on the purchase order and should be shipped to the Ship to address identified on the purchase order.
3. Pitney Bowes will make payment arrangements against an invoice in accordance with the standard payment terms – 60 days – for goods and services only after completion of delivery of a quality product or service. Recipient of the goods or service must acknowledge receipt by performing a goods receipt. Goods and service purchases, including but not limited to , parts, materials, equipment, tools or supplies also require proper shipping documents to complete receipt processing.
4. Payment will be based on the information captured on the purchase order only. If the purchase order you receive does not reflect what was agreed upon (e.g. prices, amount, etc), it is the supplier's responsibility to reject the order and request a corrected purchase order.
5. All payments to suppliers require packing slip and proper invoice with applicable line item details with the following data elements:
 - Unique Invoice Number
 - Supplier Name
 - Remit –to Address, Contact and Telephone Number
 - Banking Information to Remit Electronic Payment
 - Purchase Order Number
 - PO Details, Line Item Description
 - Shipping and / or Packing Slip Reference Number
6. This information must match the information on the corresponding purchase order you received from Pitney Bowes. Invoices or Shipments received without the required information will be returned.
7. In addition to the purchase order and packing slip information above, invoice must be sent to the bill to address specified on the Purchase Order. The bill to addresses are:

Pitney Bowes
Accounts Payable
PO Box 867
Hartford, CT 06143

8. To access invoice and payment status go to; www.pb.com > Supplier Connect > Invoice Inquiry.

If a supplier would like to email invoices, they will need to be pre-registered. Suppliers may contact mark.jagoda@pb.com to register. emailed invoices should be sent in PDF or DOC format with only one per email.